

Royalty Reporting and Control System User's Guide



**TEXAS GENERAL LAND OFFICE
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Version 2.01

Royalty Reporting and Control System

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Royalty Reporting and Control System

OVERVIEW

The Land Office is implementing the RRC/GLO Lease level reporting to achieve the following:

- Create a more uniform reporting system in Texas;
- Enhance compliance checking; and
- Improve verification of production reports and payments.

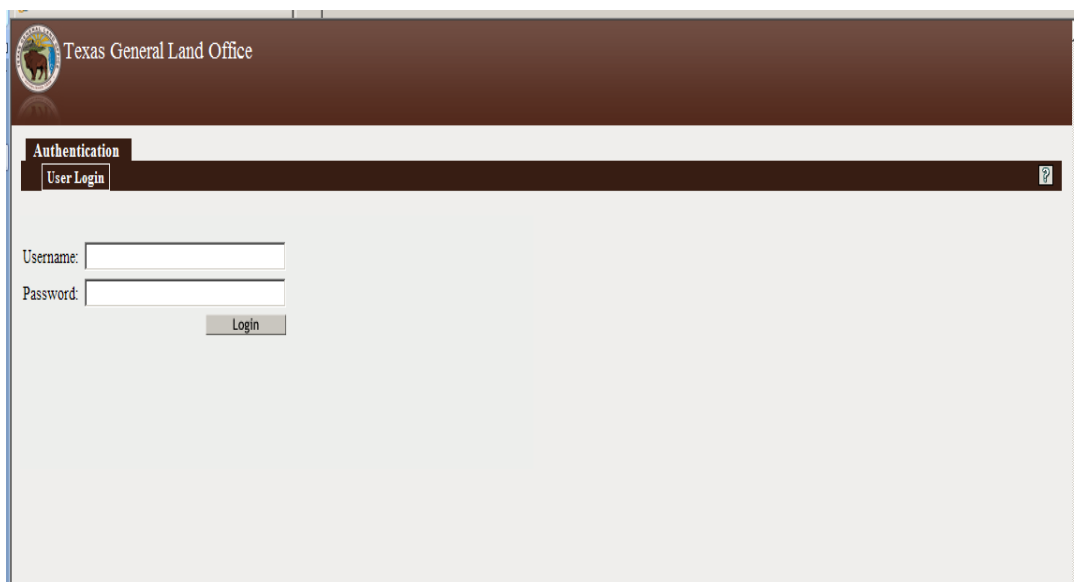
In conjunction with the new reporting system, the Land Office has implemented a Royalty Reporting and Control System (RRAC) that contains an online portal that allows each customer to:

- Link lease and well records for increased data quality;
- Provide automated validation of filed reports;
- Enhance filing efficiency; and
- File reports.

Future enhancements to RRAC will include the ability for customers to assign user access based on their company role and securely view / query company activity.

LOGIN PAGE

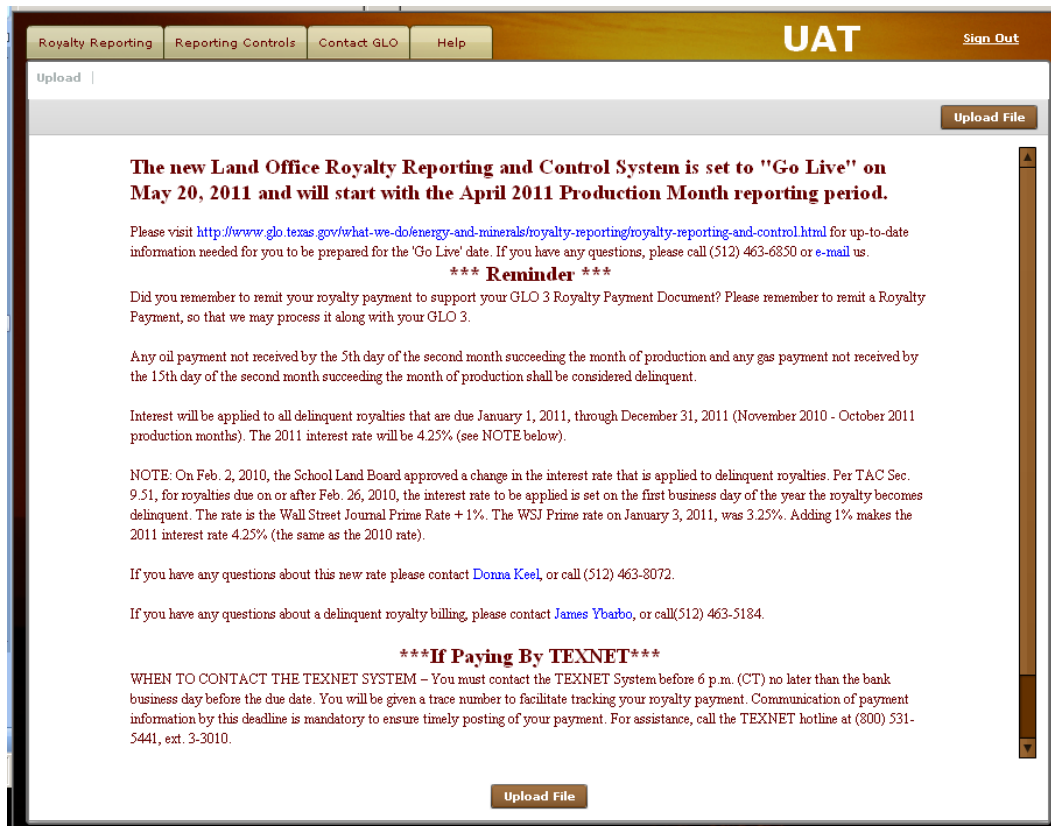
Login credentials are issued upon completion of an Electronic Reporting Agreement. Each customer will use their GLO customer number (Example: C000099999) as their User Name and a Password selected by the customer in order to access RRAC. Login page example below.



The screenshot shows the login interface for the Texas General Land Office (GLO) Royalty Reporting and Control System (RRAC). The header is dark brown with the GLO logo on the left and the text 'Texas General Land Office' on the right. Below the header, there is a 'User Login' section with a 'User Login' button. The main area contains 'Username:' and 'Password:' labels with corresponding input fields, and a 'Login' button below them.

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The landing page (also known as home page) that you will be taken to contains two necessary features. First, you will be able to read any messages that the GLO has for its oil and gas customers. Second, you can navigate to Reporting Controls or Royalty Reporting by clicking on the appropriate tab.



REPORTING CONTROLS

The General Land Office is now requiring royalty reports based on Railroad Commission (RRC) ID's defined as a RRC Oil Lease number, RRC Gas Well ID, or RRC Drilling Permit number. This means that each company will be required to file at least one report for each RRC ID maintained within a GLO lease.

REPORTING CONTROL INVENTORY

The Reporting Control Inventory is a listing of oil and gas production reports that each reporting company is expecting to file. To access your records click on the Reporting Controls tab. Each line on this page is a separate record and contains a few key fields within the record. The last column shows the status of any pending change requests. Each reporting company is expected to maintain their records, and must edit, add or delete records as needed.

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VIEWING A RECORD

The steps you need to follow to view the details of a reporting control record in the RRAC system are:

1. Click once in the Property Alias column in the record you wish to view; or
2. Double click in any of the other columns of the record you wish to view.
3. A new window with the record's specific details will open.
4. From within this window you may do one of the following:
 - a. View the record for accuracy, information, etc.
 - b. Submit requested edits to the record by clicking on the "Edit" button.
 - c. Submit a request to delete the record by clicking on the "Delete" button.
 - d. Undo all pending changes that have not yet been approved or rejected by GLO staff.
 - e. View the history of changes for the record by clicking on the "History" button.
5. Close the window by clicking on the "Exit" button.

NOTE: To sort each column for easier viewing of groupings, simply click on the column header of the column you wish to view.

FIELDS IN EACH REPORT CONTROL RECORD

- a. **RRC Lease Type** - Please select either "oil", "gas", or "permit".
- b. **Property Alias** - This is not a required field. It is provided to you for your convenience so you may add your internal identification of the lease property.
- c. **GLO Lease #** - Enter the assigned GLO lease number.
- d. **GLO Unit #** - Enter the assigned GLO unit number if RRC ID is unitized.
- e. **District/RRC ID #** - Enter the RRC district and ID. Please be sure to properly enter the five digit oil RRC number or six digit gas RRC ID number.
- f. **Drilling Permit #** - Enter the district and RRC drilling permit number if the RRC has not yet assigned the permanent RRC ID.
- g. **Report Status** - Select "Reporting" if this is a RRC ID that is, or is about to be, producing. Select "Not Reporting" if you want to suspend reporting on this RRC ID in your inventory.
- h. **Report Form** - Select either GLO1 or GLO2 to signify which type of report. As a reminder, a GLO1 report is for oil and condensate and a GLO2 report is for gas, casinghead gas and natural gas liquids (NGL's).
- i. **Business Role** - Please select your business role for this RRC ID / GLO Lease. Selections are "operator", "WIO" (working interest owner), "Reporting Company", and "Paper".

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- j. **Number of Reports Expected** - Enter the number of reports you expect to file for this RRC ID / GLO Lease each reporting period. Generally, this number will be “1”.
- k. **Filing Frequency** - Please select either “monthly” or “annually” for your reporting frequency. Most often, the selection will be “monthly”.
- l. **First Reporting YYYYMM** – Enter the first reporting year/month.
NOTE: Reporting Control Records as of May 20, 2011, will be pre-populated with 201104.
- m. **Suspend Reporting From / Suspend Report To** - These two drop down boxes allow you to choose a date range to designate when a record will be “not reporting”. These are not required fields.
- n. **Customer Comments** - Insert comments to explain any requested changes.

EDITING A RECORD

The steps you need to follow to edit a reporting control record in the RRAC system are:

1. Open the record in “View” mode as described in the section above titled “Viewing a Record”.
2. Click on the “Edit” button.
3. Change the data fields as needed.
4. Enter a brief explanation for any changes in the customer comment section.
5. Click “Submit”.

ADDING A RECORD

The steps you need to follow to add a reporting control record in the RRAC system are:

1. Click on the “Add a Record” button located just below your customer ID in the top portion of the RRAC window on your screen.
2. Complete the information requested in the new window. To successfully add a record, you must complete all fields that are marked with an asterisk.

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DELETING A RECORD

The steps you need to follow to delete a reporting control record in the RRAC system are:

1. Open the record in “View” mode as described in the section above titled “Viewing a Record”.
2. Click on the “Delete” button.
3. Choose “Yes” in the “Delete confirmation” box that appears.
4. Enter the reason for the deletion in the comments section.
5. Click “Delete”.

NOTE: Any change, deletion, or addition that you make will be marked as “Pending” until reviewed by GLO staff. Once reviewed, a submitted request will either be approved and made part of your reporting control inventory or rejected. If rejected, the record will revert back to its original state.

UNDO A PENDING REQUEST

If, subsequently, you determine that your request for editing, adding, or deleting a record is in error and the request is still pending (not yet accepted / rejected by GLO staff), you can open the record in View mode and click on the “Undo” button to return the record to its original state.

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ROYALTY REPORTING

GLO customers are to upload their oil and gas reports using this new automated system. Acceptable formats through December 31, 2012 are .txt and .xml. Beginning January 1, 2013, only .xml will be accepted. Templates are available on the GLO website in the **2011 Forms** section in the right navigation bar located at <http://www.glo.texas.gov/what-we-do/energy-and-minerals/royalty-reporting/royalty-reporting-and-control.html>. Please note that MS Excel files must be saved to a .txt format, Text (Tab delimited), before being uploaded. We suggest you use the same file name for both the MS Excel and .txt versions to ensure easier corrections if necessary.

LOGGING IN

If you are logged in to the RRAC system, click on the “Royalty Reporting” tab.

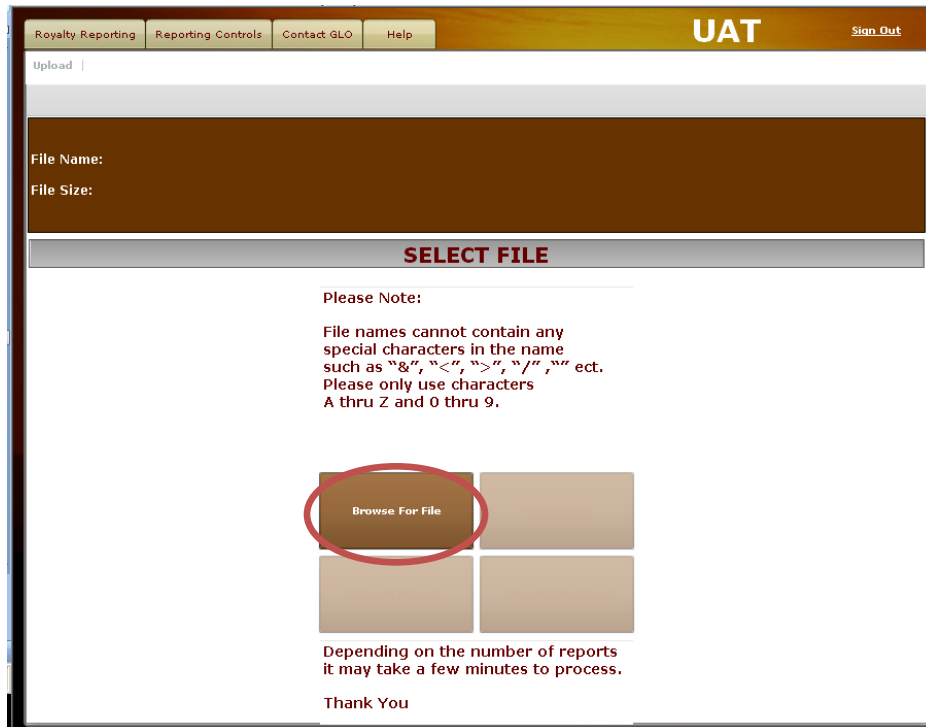


UPLOADING A FILE

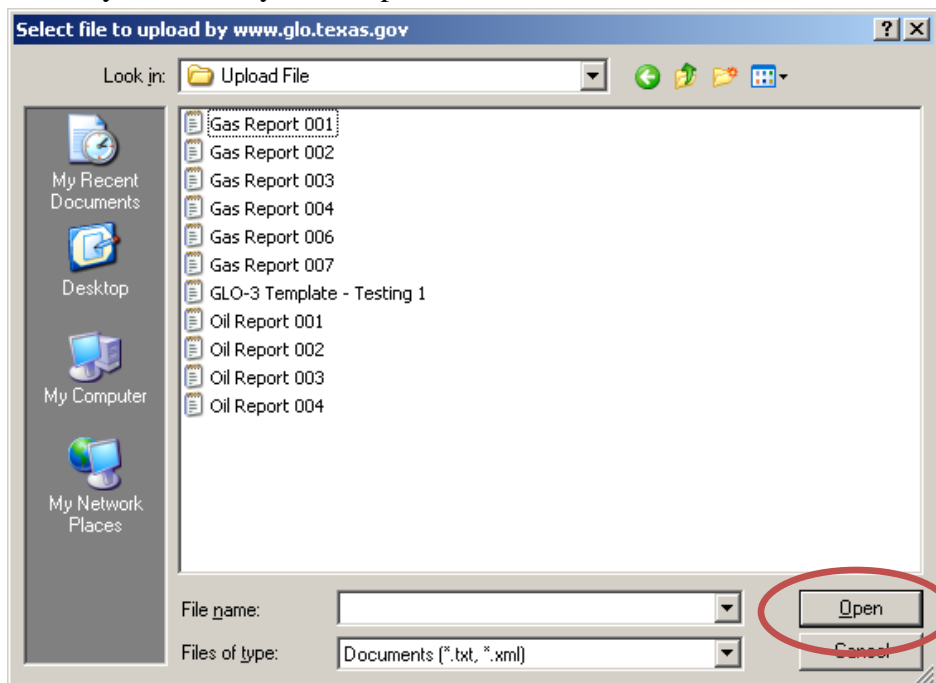
Once you click on the “Upload File” button you will arrive at the Upload File page. It is at this point where you are able to browse out to your files.

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1. Click on the large brown button titled “Browse for File”.



2. Locate your file on your computer hard drive or network drive and then click “Open”.



3. You will return to the RRAC screen with an “Upload File” option now available.

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The screenshot shows the 'UAT' (User Acceptance Testing) interface for the 'Royalty Reporting and Control System'. At the top, there are navigation tabs: 'Royalty Reporting', 'Reporting Controls', 'Contact GLO', and 'Help'. The 'UAT' title and a 'Sign Out' link are on the right. Below the tabs, the 'Upload' section displays the file details: 'File Name: Oil Report 001.txt' and 'File Size: 5 kb'. A prominent message states 'FILE IS READY TO UPLOAD'. Below this, a 'Please Note:' section explains that file names cannot contain special characters like '&', '<', '>', '"', or '"' and should only use characters A through Z and 0 through 9. There are four buttons: 'Browse For File', 'Upload File' (circled in red), 'Reset Selection', and a disabled button. A note indicates that processing may take a few minutes depending on the number of reports, followed by a 'Thank You' message.

4. If you want to select a different file, click on the “Reset Selection” option.

This screenshot is identical to the one above, showing the 'UAT' file upload interface. However, in this instance, the 'Reset Selection' button is circled in red, indicating the action to be taken to select a different file.

RESULTS

You may review the results of your upload by clicking the “Overview” link.

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1. If your file has errors that prohibit the RRAC system from doing basic processes, all reports in your file will be rejected.

The screenshot shows the UAT (User Acceptance Testing) interface for the Royalty Reporting and Control System. The top navigation bar includes links for Royalty Reporting, Reporting Controls, Contact GLO, and Help. The main header displays 'UAT' and a 'Sign Out' link. Below the header, the 'Upload' tab is selected, and the 'Overview' sub-tab is active. The 'Results' section shows a message: 'All Reports were rejected due to some fatal file error(s)'. Below this message, the following statistics are displayed:

Batch Number	105
Valid Reports	0

Below the statistics is a table with four columns: Report Number, Item, Description, and Resolution.

Report Number	Item	Description	Resolution
File Error	12	Date Prepared:	Date must be entered in the format: MM/DD/YYYY.
File Error	12	Date Prepared:	Date Prepared cannot be post dated and cannot be more than four months prior to the current date.
File Error	42	Submitter Access Denied For FilerID	The submitter does not have access to file under the particular filer ID. Check the filer ID to ensure it is correct.

At the bottom of the table, there is a link: [Print Error Report](#).

2. If any of the GLO 1 or GLO 2 reports have errors, the file will be rejected and you will see a message like this:

The screenshot shows the UAT interface for the Royalty Reporting and Control System. The top navigation bar includes links for Royalty Reporting, Reporting Controls, Contact GLO, and Help. The main header displays 'UAT' and a 'Sign Out' link. Below the header, the 'Upload' tab is selected, and the 'Results' sub-tab is active. The 'Results' section shows a message: 'Some of the submitted reports were invalid.' Below this message, the following statistics are displayed:

Batch Number	109
Total Number of Reports	2
Valid Reports	1
Invalid Reports	1

3. If the GLO 3 report has errors, the file is rejected and payment error details will display:

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[illegible]

4. You may print the Error Report by clicking on the link at the top of the report page.

[Royalty Reporting](#)
[Reporting Controls](#)
[Contact GLO](#)
[Help](#)

UAT

[Sign Out](#)

[Upload](#)
[Results](#)

[Print](#)
[Status: Rejected](#)

Payment Errors (5)

Line Item - 20

Line Item - 585

Line Item - 587

Line Item - 588

Line Item - 589

Payment Error Details

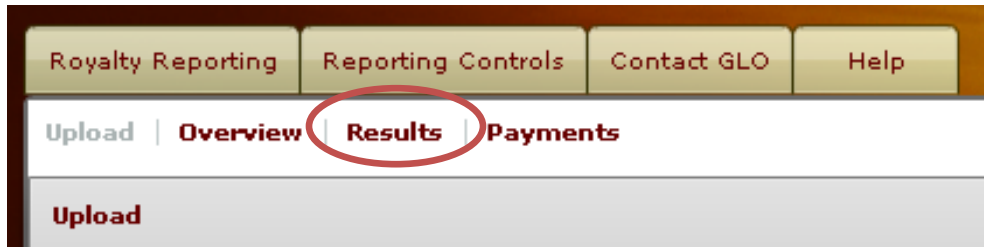
Batch Number: 81

Report Form: GLO3

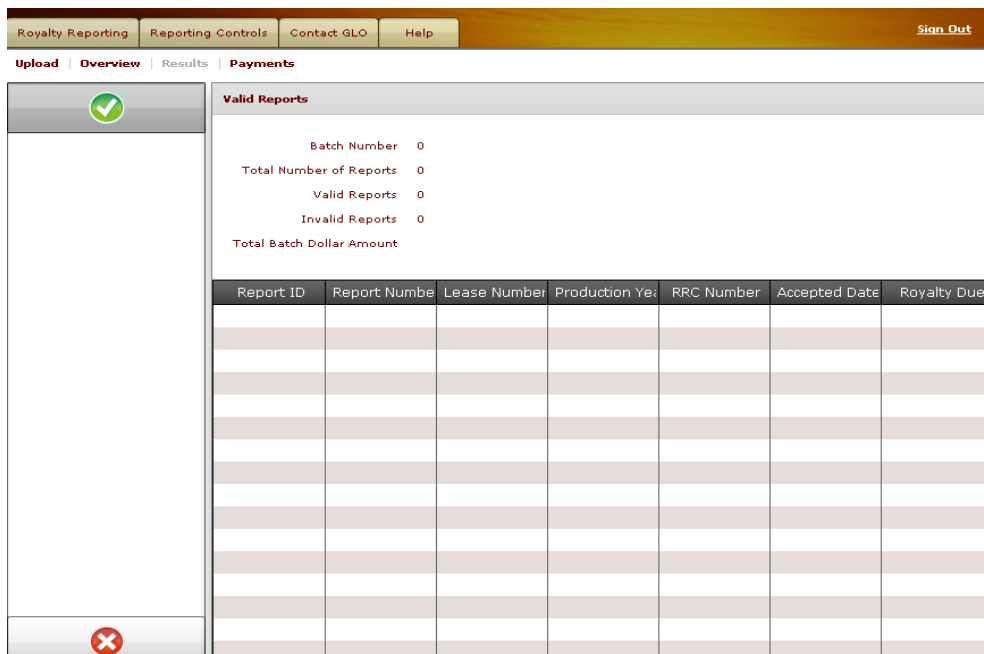
Item	Element	Error Description	Error Resolution
20	RRC Number	Invalid RRC Entry	The RRC field is invalid for this State Lease.

5. You may review the results of any report upload by clicking on the “Results” tab within the “Royalty Reporting” section.

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6. If one or more GLO 1 or GLO 2 reports have errors, the valid reports can be seen by clicking on the green “check” button and the invalid reports can be seen by clicking on the red “x” button.



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7. If all the GLO 1 or GLO 2 reports are valid, the file will be accepted and you will see a message like this:

Results

All Reports were accepted.

Batch Number 62
Total Number of Reports 1
Valid Reports 1
Invalid Reports 0

Report ID	Report Number	Lease Number	Production Year Month	RRC Number	Accepted Date	Royalty Due
4RNv4y	210	MF037108	201009	06-030134	5/16/11 3:58 PM	\$10.64

[Print Confirmation Page](#)

8. If you uploaded a GLO 3 file, your results will be shown under the “Payments” tab with data relevant to your upload displayed:

Royalty Payment Form

Texas General Land Office Royalty Payment Document (GLO-3 rev. 02/01/2011)

Disclaimer: This system is made available by the General Land Office, an agency of the State of Texas. Neither the State of Texas, nor any agency thereof, nor any of their employees, makes any warranty, express or implied, directly or indirectly, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product or process related to the use of this system.

The entire risk arising out of the use or performance of this system remains with the lessee. Neither the State of Texas, nor any agency thereof shall be liable for any damages of any kind whatsoever arising out of this system.

Batch ID 0

Royalty Payer Customer ID
Royalty Payer Name
Blanket Authorization # (BAN)
Telephone #
Prepared By
Date Prepared
E-Mail Address

Voluntary Payment Total:

Payment Type	Royalty Payment Amount	State Lease #	Production Year Month	GLO- 1/2 Reporting Company	Property Alias Name	RRC Lease # RRC Well ID RRC Drilling Permit